

JOB OPPORTUNITY

Job Opportunity Bulletin:	#05-116
Final Filing Date:	1/24/06 or Until Filled

Position:	Salary:	Location:
Office Technician (Typing) (One or more positions available)	\$2510.00 - \$3050.00	Office of Statewide Health Planning and Development Office of the Director 1600 Ninth Street, Room 433 Sacramento, CA 95814

General Statement:

Under the lead of the Executive Assistant, the incumbent provides general clerical support and office services, and other related work, for the Director's Office staff, the Chief Deputy Director, and the Director.

Duties:

- Answers multi-line telephone for a 6-person office, routes call to the appropriate individual, or gives verbal response as appropriate. Receives, screens, redirects and/or responds to visitors, telephone calls and written inquiries from the Governor's Office, the legislature, other high level contacts, constituents and the public, on behalf of the Office. Identifies, researches, and assembles information needed in response to inquiries.
- Assists in reviewing/disseminating incoming correspondence and routes routine correspondence to appropriate party for assignment or action. Prioritizes mail when appropriate. This requires extensive knowledge of OSHPD's programs and organizational structure. Judgment must be used in handling sensitive and confidential mail.
- Copies research materials, journal articles and correspondence for routing to appropriate staff and for the files. Prepares envelopes and route slips. Mails correspondence and materials to appropriate individuals. Maintain mailing lists and business card files. Make copies of documents to file. Maintains administrative files.
- Maintains calendars for the Chief Deputy Director and the Director. Schedules meetings, appointments, and makes adjustments as necessary to scheduled meetings etc.; prepares agendas, plans and coordinates conferences, reserves meeting rooms, makes travel arrangements which involve advance preparation of materials required for the trip as well as completing and submitting travel claim forms and supporting documentation.
- Types letters, memoranda, reports, and draft correspondence. Reviews and edits correspondence prepared by other staff, checks for grammar and technical errors. Prepares documents and correspondence for signature and routing. This often includes materials relating to sensitive or controversial issues and materials made available to the public.

Desirable Qualifications:

- Good working knowledge of personal computers, including Windows 2000/ Windows XP and Microsoft Office to include Word, Excel, Power Point, and Access.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to handle multiple priorities and deadlines.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.
- Ability to maintain confidentiality

Who May Apply:

Applications will be accepted from individuals currently in this classification or who have list, transfer or reinstatement eligibility. Applicants with list appointment should attach a copy of their notice of test results. Only the most qualified individuals will be interviewed. Appointments are subject to SROA policies.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a State Examination and/or Employment Application, STD. 678 and a resume to:

OSHPD – Human Resources Services
Attention: Glen Padayachee **(05-116)**
1600 Ninth Street, Room 350
Sacramento, CA 95814

For more information contact Glen Padayachee at (916) 651-9984.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

